Procurement Services Newsletter

December 2017

Thank you to all the participants of the PS Customer Service Luncheon.

Grand Prize Winners!

Happy Holidays

John Hickerson,
Educational Foundations & Leadership

Denise McNeil,
Leadership & Student Involvement

Set Sale

Tuesday, Dec. 5th (open to current ODU students, faculty, staff, students, and the general public; cash only).

Time: 11:30 a.m. - 2:30 p.m. or until last item is sold, whichever occurs first.

Where: Property Control Warehouse, Facility Management Building, 4401 Powhatan Avenue

Items to be offered:

- Dell Desktop Computers (majority have Windows 7 Operating System installed)
- Lenovo Desktop Computers (majority have Windows XP or Windows Vista Operating Systems installed)
- Flat Panel Computer Monitors (Dell, Gateway, and Lenovo brands)
- Wireless Desktop Laser Printers (HP LaserJet Pro printers; includes power cord ONLY)

***We will also be offering Lady Monarch Basketball Mini Monarchs Apparel (in Youth Sizes), along with Lady Monarchs “Nike” Logo Basketball.

Printing

- All print requests must go through eVA. Please include the following in your request:
  - Budgeted amount
  - Printing Specifications & Bid Form
  - Artwork approved by Publications

- Christmas/Holiday Cards: To ensure delivery by the 15th, please submit your printing requests now for Christmas/Holiday cards through eVA. Printing process is located here. Please contact Nicole Martin for more details.

eVA

- For easier processing, attach vendor quotes to your requisitions and make it visible to the supplier.
- Sub account codes in eVA should be determined by unit price of line item.
- With all purchase requisitions, please ensure you are using the correct contract number. List of all contracts are found here.
- When creating a PR for an undetermined vendor, check the Quick Quote box in your PR and then under Supplier category, select Vendor to Be Determined.

PCard

- Uploading of receipts will become mandatory with the January cycle. Our PCard Page has a guide to help you.
- Locked out of Works? Wait 30 minutes, and then click on the Forgot Password link. (During password resets, always use all caps for the username.)

Procurement Services saved the University $863,916.87 for FY18 YTD.